

Part-Time Box Office Associate

The Kalamazoo Civic Theatre seeks an energetic, customer service oriented and computer literate individual to fill a part-time Box Office Associate position. This is a 16 – 20 hour per week position comprised of four to eight hour shifts. Weekday availability is required along with some evenings and weekends. A qualified candidate will possess strong interpersonal skills, along with the ability to communicate effectively in both written and verbal forms. A Box Office Associate has to be able to problem solve in a pleasant and efficient manner. Computer literacy is a must, as is a high school diploma. Previous box office experience is desirable but not required.

To apply, please download the online application at www.kazoocivic.com/employment , fill out each section as directed and return via mail, email or in-person to Box Office Associate Position ATTN: Kristen Chesak, Managing Director Kalamazoo Civic Theatre, 329 South Park Street, Kalamazoo MI 49007 or by email to : lmcleod@kazoocivic.com. Please use 'Box Office Associate Application' in the subject line of all emails. The Kalamazoo Civic Theatre is an equal opportunity employer. Position is open until filled.